



"Celebrating 300 Years"

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presenter(s): Sharon Spencer
Title: Chairman
Agency/Dept.: Board of Commissioners
Item Title: Call to Order, Opening Prayer, Pledge of Allegiance
Attachments: No
Description: General activities to open the meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

MOTION MADE BY:

_____ S. Spencer
 _____ A. Byrd
 _____ D. Styron
 _____ B. Swindell
 _____ D. Tunnell

MOTION SECONDED BY:

_____ S. Spencer
 _____ A. Byrd
 _____ D. Styron
 _____ B. Swindell
 _____ D. Tunnell

Vote:

S. Spencer
 A. Byrd
 D. Styron
 B. Swindell
 D. Tunnell

Aye

Nay



Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: 11.19.2012

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Agenda

Attachments: Yes

Description: Agenda for Meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

MOTION MADE BY:

_____ S. Spencer
 _____ A. Byrd
 _____ D. Styron
 _____ B. Swindell
 _____ D. Tunnell

MOTION SECONDED BY:

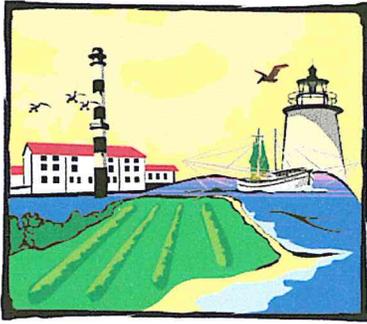
_____ S. Spencer
 _____ A. Byrd
 _____ D. Styron
 _____ B. Swindell
 _____ D. Tunnell

Vote:

S. Spencer
 A. Byrd
 D. Styron
 B. Swindell
 D. Tunnell

Aye

Nay



Since 1712

HYDE COUNTY BOARD OF COMMISSIONERS
Monday, November 19, 2012 - 6 PM
Hyde County Courthouse Multi-purpose Room
30 Oyster Creek Road, Swan Quarter, NC
and the
Ocracoke School Commons Area
120 School House Road, Ocracoke, NC
AGENDA

CALL TO ORDER, OPENING PRAYER

Chrm. Spencer

CONSIDERATION OF AGENDA

Chrm. Spencer

APPROVAL OF MINUTES FROM THE NOVEMBER 5, 2012 MEETING

Chrm. Spencer

PUBLIC COMMENTS

The public comment period is a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes and should be directed to the entire board and not to an individual Commissioner, staff member or member of the public. Time for one person to speak cannot be used by another person. Comments that reflect the need for assistance are typically continued to a future Board meeting agenda.

RECOGNITION

★ November 2012 Employee of the Month, Clint Berry

Mazie Smith

PUBLIC HEARING

1) FY 12 CDBG Catalyst Program

Chris Hilbert

ITEMS OF CONSIDERATION

1) CDBG NC Tomorrow Citizen Participation Plan

Kris Noble

2) Public Defenders Office Agreement

Mazie Smith

3) Renewal of Contract for Lobbying Services

Mazie Smith

MANAGEMENT REPORTS

The Commissioners and County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

PUBLIC COMMENTS

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

CLOSED SESSION (if required)

SUPPLEMENTAL INFORMATION

Department Reports

- 1) Animal Control
- 2) Health Department
- 3) Senior Center
- 4) Code Enforcement/Inspections
- 5) Tax Department



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 11.19.2012

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Minutes

Attachments: Yes

Description: Minutes of the meeting held on November 5, 2012

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Yea	Nay
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Meeting Minutes

**Board of County Commissioners
Hyde County**

**November 5, 2012
(Recessed)**

Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 6:00 PM on Monday, November 5, 2012 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment. The following members were present on the mainland: Commissioners Anson Byrd, Sharon Spencer, Barry Swindell and Dick Tunnell; Attorney Fred Holscher; County Manager Mazie Smith; Deputy Clerk Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Commissioner Darlene Styron; Acting Deputy Clerk/PIO Megan Shaw; and, members of the public.

Commissioner Swindell moved to recess the meeting, due to power outage at the Government Center, and to reconvene on Tuesday, November 13, 2012 at 6:00 PM, in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

The meeting recessed at 6:05 P.M.

**November 13, 2012
(Re-convened)**

Chairwoman Sharon Spencer re-convened the Monday, November 5, 2012, regular meeting of the Hyde County Board of Commissioners to order at 6:00 PM on Tuesday, November 13, 2012 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment. The following members were present on the mainland: Commissioners Anson Byrd, Sharon Spencer, Barry Swindell and Dick Tunnell; Attorney Fred Holscher; Deputy Clerk Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Commissioner Darlene Styron; County Manager/Clerk Mazie Smith; and, members of the public.

Following opening prayer by Commissioner Tunnell and pledge of allegiance, the meeting was called to order.

Agenda:

Chairwoman Spencer asked for any changes to the reconvened November 5, 2012 meeting Agenda as presented by the Clerk. Commissioner Swindell moved to approve the agenda as presented by the Clerk with Item No. 4 – Appointment of Deputy Clerk as the first item of business; deletion of Item No. 3 – Hyde County Personnel Policy Review; addition of Item No. 3 – Reorganization of Public Works Department; and, addition of Item No. 8 – Appointment – Albemarle Commission Board. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Consideration of Minutes:

Chairwoman Spencer asked for approval of meeting minutes.

1 Commissioner Swindell moved to approve the October 15, 2012 regular meeting minutes as
2 presented by the Clerk with clarification of Repairs to Health Department discussion and motion on
3 pages 4-5. Mr. Tunnell seconded the motion. The motion passed on the following vote:

4 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

5 **Public Comments:**

6 Chairwoman Spencer called for comments from the public.

7 Leslie Lanier – Ocracoke, noted concern that Board meetings need to be conducted via electronic
8 conferencing equipment on the Island even if Commissioner Fletcher attends on the mainland.

9 Chairwoman Spencer assured Ms. Lanier that all Board meetings will be conducted in accordance
10 with N.C.G.S. §143-318.13 and Rules of Procedure for the Hyde County Board of Commissioners.

11 There being no further comments from the public, Chairwoman Spencer continued the meeting.

12 **Items of Consideration:**

13 **Deputy Clerk/PIO (P/T)**

14 Manager Smith employed Megan Shaw as P/T Public Information Officer on October 25, 2012.
15 Ms. Smith thanked Megan for traveling to Ocracoke Island and assisting with public information
16 distribution during Hurricane Sandy.

17 In accordance with “*Rules of Procedure for the Hyde County Board of Commissioners*” adopted by
18 the Hyde County Board of Commissioners on October 6, 2008, an assistant Clerk to the Board shall
19 be present at the remote location during Board meetings.

20 Commissioner Styron moved to appoint Megan Shaw to the position of Deputy Clerk to the Board
21 of Commissioners. Ms. Spencer seconded the motion. The motion passed on the following vote:

22 Ayes – Spencer, Styron, Swindell and Tunnell Nays – Byrd

23 Clerk of Court Sharon Sadler swore in Megan Shaw as Deputy Clerk to the Board of
24 Commissioners. Pat Spencer (Megan’s father) assisted with the ceremony.

25 **Hurricane Sandy Update**

26 Emergency Services Director, Justin Gibbs, presented report on events of Hurricane Sandy.
27 Overall, there was minimal property damage on Ocracoke Island from the storm. Six homes and
28 three businesses on Ocracoke had water enter the structure. Flooding was minimal on the mainland,
29 with several low-lying properties in Engelhard seeing high water. No homes were affected on the
30 mainland. In addition, no injuries were reported in all of Hyde County from Hurricane Sandy.

31 Mr. Gibbs reported that Hyde County did not meet FEMA requirements for federal aid, but has
32 been declared eligible for SBA Loan assistance. Application for assistance can be made at the
33 Thomas A. Baum Senior Center in Dare County from November 14 – 19, 2012, or on line.

34 Mr. Gibbs is working with NC Emergency Management (EM) and with Dare County EM during
35 repairs to NC HWY 12 to provide emergency air transport off Ocracoke Island, if required.
36 Otherwise, patients are being treated by Ocracoke Health Clinic. Highway 12 is expected to be
37 open by Thanksgiving. He will draft a Mutual Aid Agreement with Dare County for assistance
38 during future disaster events.

39 Mr. Gibbs expressed condolences to the family of the NCDOT employee who passed away while
40 working on HWY 12 repairs on Ocracoke.

1 Mr. Gibbs thanked the Ocracoke Control Group for its assistance during Hurricane Sandy. He plans
2 to conduct table-top exercises and training for future disasters. Emergency Operation Plans will be
3 modified to include the Control Group.

4 Manager Smith and Commissioner Styron commended Justin Gibbs, EM Director; Eric Godbey,
5 Lead EMT-P Ocracoke/Training Officer; Jason Daniels, Ocracoke Deputy Sheriff; and the
6 Ocracoke Control Group for work done during Hurricane Sandy.

7 Mr. Gibbs thanked the NC Ferry Division for scheduling additional ferry runs and allotting spaces
8 on the ferry for Ocracoke residents and vendors.

9 Manager Smith reported that Hyde County's Facebook page had 4,283 hits during the week of
10 Hurricane Sandy and commended Megan Shaw for managing the website and Facebook page
11 during the storm.

12 Mr. Gibbs reported that Robin Payne had surveyed Commercial Fishermen and reported a loss of
13 equipment and income in excess of three-quarters of a million dollars.

14 Commissioner Tunnell reported that the Department of Agriculture surveyed crop damage. Total
15 loss value was not available at the time of this meeting.

16 EMS Reorganization Discussion

17 Emergency Services Director, Justin Gibbs, reported that on October 1, 2012 the Board of
18 Commissioners unanimously approved the reorganization of the Hyde County Emergency Services
19 Department, which eliminated the Deputy Emergency Services Director position. Funding for the
20 position (approximately \$47,000) would be used to fill vacancies within the EMS Department, thus
21 reducing unnecessary overtime expenses.

22 On October 15, 2012, Commissioner Swindell made a motion to move funds from the Emergency
23 Services budget and to create a contingency fund to be used to repair the Health Department
24 facilities that were damaged during Hurricane Irene. The motion passed by unanimous vote.

25 Mr. Gibbs entered discussion to further clarify distribution of the funds. He explained that in order
26 to further reduce EMS over time, vacancies need to be filled with full time staff. Based on the
27 current staffing matrix, twelve positions are required. Currently, only ten are filled. Recent labor
28 law changes state that any part-time employee who works over 1,000 hours within twelve months
29 must receive full-time benefits.

30 Eric Godbey, Lead EMT-P Ocracoke/Training Officer, reported that Hyde County is an equal
31 opportunity employer and that applicants are being screened and interviews are scheduled
32 accordingly.

33 Corrinne Gibbs, Finance Officer, provided EM and EMS financial statements to Board members
34 and will mail all future departmental statements to the commissioners.

35 Commissioner Styron moved to return the \$49,162.73 savings to the EM/EMS budget lines and
36 directed that any funds remaining after filling the EMS vacancies be put in contingency. Mr.
37 Tunnell seconded the motion. The motion passed on the following vote:

38 Ayes – Spencer, Styron and Tunnell Nays – Byrd and Swindell

39 Reorganization of Public Works Department

40 Clint Berry, Utilities Director, presented the **current**, FY11-12 **approved**, and a newly **proposed**
41 organizational chart for the Public Works Department. Mr. Berry reported that re-organization as
42 proposed will save money.

43 Commissioner Swindell moved to approve reorganization of the Public Works Department as
44 presented. Mr. Byrd seconded the motion. The motion passed on the following vote:

1 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

2 **Refinance Water Bonds and the Government Building and Public Safety Center**

3 Corrinne Gibbs, Finance Officer, and Clint Berry, Utilities Director, have researched and discussed
4 with current lenders options available to refinance the County's Water Bonds and the Government
5 Building and Public Safety Center. Estimated savings total \$1,160,783.45.

6 Mr. Berry reported that Hyde County will need to pay \$5500.00 now and an extra \$17,000.00 each
7 year, and that this will not increase the budget. He reported that the Government Center and Public
8 Safety Center loan term of 24 years will be reduced to 20 years and the Water Department loans
9 term of 20 to 30 years will be reduced to 15 years.

10 Requests to refinance must be approved by the LGC (Local Government Commission). The LGC
11 must be notified by November 18th in order for Hyde County's request to be listed on the LGC's
12 Agenda for consideration.

13 Commissioner Swindell moved to request LGC consideration of refinancing the Government
14 Building and Public Safety Center loans and the Water Department loans; and, to notify the LGC,
15 by November 18, 2012, that Hyde County requests to be on the December Agenda. Ms. Styron
16 seconded the motion. The motion passed on the following vote:

17 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

18 **GovDeals Surplus**

19 Corrinne Gibbs, Finance Officer, requested approval to list a 2005 Ford Explorer on GovDeals for
20 auction. The truck is no longer needed by the Sheriff's Department.

21 Commissioner Styron moved to approve listing one 2005 Ford Explorer on GovDeals for auction
22 for \$2,500. Mr. Swindell seconded the motion. The motion passed on the following vote:

23 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

24 **Resolution – Ocracoke Occupancy Tax Board**

25 Finance Officer Corrinne Gibbs reported that following discussion by the Ocracoke Occupancy Tax
26 Board of Directors, the Board unanimously adopted resolution to have the 2012-2013 Budget
27 Rental Income of the Ocracoke Community Center removed from the current year's budget, and all
28 successive years following until otherwise unanimously voted upon. It is also the desire of the
29 Ocracoke Occupancy Tax Board to have all current and future "Rental Income" of the Ocracoke
30 Community Center available for their expenditures for each respective year.

31 Commissioner Styron moved to approve the Ocracoke Occupancy Tax Board Resolution as
32 previously adopted by the Board of Directors of the Ocracoke Occupancy Tax Board on July 12,
33 2012. Mr. Swindell seconded the motion. The motion passed on the following vote:

34 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

35 **Appointment – Albemarle Commission Board**

36 Commissioner Swindell moved to table appointment of a commissioner representative to serve on
37 the Albemarle Commission Board until the newly elected Board members are seated on December
38 3, 2012. Mr. Byrd seconded the motion. The motion passed on the following vote:

39 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

40 **Budgetary Matters:**

41 Mazie Smith, County Manager, reported that in accordance with the FY2011-2012 Budget
42 Ordinance, Article XIX, Section 1, one budget transfer was approved administratively.
43 Additionally, three transfers needed Board approval.

44

Board Approval Required			
Department	Program	Amount	Explanation
Aviation		\$ 1,500.00	Transfer from Auto Maintenance line to Travel line. (approved administratively)
Health	Capital Improvement	\$40,000.00	Transfer funds from various Health Department Medicaid Escrow Account lines (Maternal Health, Communicable Diseases, Adult Health, Family Planning and Child Health) into a Capital Improvement line within each corresponding program. These funds will be used for repairs/renovations to health department building to create a new location for providing clinical services to patients. Old clinic modular unit received significant wind/rain damage from Hurricane Irene in August of 2011, and was subsequently demolished. (Phase I)
	Family Planning (State)	\$ 837.00	Additional funding received from the Department of Public Health, Women's and Children's Health Section, Women's Health Branch, to assist Local Health Department and Departments of Social Services devise and implement strategies to serve community's needs relative to the prevention of out-of-wedlock births among TANF-eligible clients and among those at risk of becoming eligible as the result of unintended pregnancies.
	Immunization Action Plan	\$ 931.00	Additional funds received from the Division of Public Health, with the recommendation that these funds be used to stock up on immunization supplies. These funds must be spent by December 31, 2012. This revision does increase the budget for Immunization Action Plan for FY12-13.

1
2 Commissioner Tunnell moved to approve the Health Department budget transfers as presented by
3 Director Smith. Mr. Byrd seconded the motion. The motion passed on the following vote:

4 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

5 **County Commissioners Reports:**

6 **Commissioner Styron** – reported that she attended the Division of Water Quality – Stormwater
7 Project; Albemarle Commission; and the Scenic Byway meetings. She met the new National Park
8 Ranger. The Ocracoke Volunteer Fire Department has raised \$1 million for the new Ocracoke Fire
9 Department building project.

10 **Commissioner Swindell** – reported that he attended the Methodist Men's function at O. A. Peay
11 School building. He asked for update on repairs to the Public Safety Center; questioned the parking
12 lot paving project at Peay School; and, asked why the generator at the Public Safety Center was not
13 connected to natural gas.

14 Manager Smith reported that mold issues were resolved at the Public Safety Center and that Capital
15 Project funds are needed to pay for building design changes/repairs. She stated that the parking lot
16 pavement project at O. A. Peay School was a Board of Education project.

17 Justin Gibbs, EM Director, reported that the generator at the Public Safety Center is connected to
18 natural gas and that it is designed to spurt gas into the fuel system, which prolongs the life of the
19 diesel generator. The generator is not designed to run on natural gas.

20 **Commissioner Byrd** – no report.

21 **Commissioner Tunnell** – reported that he attended the Mid-East Housing meeting in Raleigh and
22 the Hyde Partners for Health meeting.

23 **Commissioner Spencer** – reported that she also attended the Mid-East Housing meeting in
24 Raleigh. She attended a Division of Water Quality (DWQ) meeting where repairs for the Engelhard
25 sewer system were discussed. She reported that the Coastal Resources Commission will meet in
26 Hyde County on Wednesday and at the Vernon James Center on Thursday.

27

28 Commissioner Byrd will attend the Coastal Resources Commission meeting on Wednesday and

1 Commissioner Tunnell will attend in Roper on Thursday. Topics of discussion include drainage
2 issues and sea level rise.

3 **County Manager's Report:**

4 Manager Smith reported that a Capital Project is needed to create an RFP to renovate the HVAC
5 system and roof of the Public Safety Center.

6 **Public Comments:**

7 Chairwoman Spencer called for comments from the public.

8 There being no comments from the public, Chairwoman Spencer continued the meeting.

9 **Closed Session (none)**

10 **Department Reports**

11 a) Elections
12

13 **Supplemental Information**

- 14 a) NCDOT Announces Changes to Permanent Plates
15 b) Cyber Risk - An Evolving Exposure
16 c) Public Notice - Post Office Community Meeting
17 d) Public Notice - Ocracoke Advisory Planning Board Meeting
18 e) Ocracoke Advisory Planning Board Minutes - October 11, 2012
19 f) The Ocracoke Foundation - Community Square Revitalization Project
20 g) September 2012 Collections and Sales & Use Report

21 **Meeting Calendar – November**

22
23 5th Commissioners Meeting – 6:00pm
24 6th Election Day
25 12th Veteran's Day Observed
26 15th – 16th Coastal Resources Committee Meeting
27 19th Commissioners Meeting – 6:00pm
28 22nd Thanksgiving Day
29 23rd Holiday (offices closed)
30 26th Postal Service Meeting at Swan Quarter Post Office – 5:00pm
31

32 Commissioner Swindell moved to adjourn the meeting. Mr. Byrd seconded the motion. The
33 motion passed on the following vote:

34
35 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

36 The meeting adjourned at 8:05p.m.

37
38 Respectfully submitted:

39
40 Minutes approved on the 19th day of November, 2012.
41
42

43 _____
44 Lois Stotesberry, Deputy Clerk
45 Hyde County Board of Commissioners

46 _____
47 Sharon Spencer, Chair
48 Hyde County Board of Commissioners

49 Attachments: (none)



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: No

Description: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

Times Read:

Impact on Budget:

Recommendation: Listen for understanding.

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

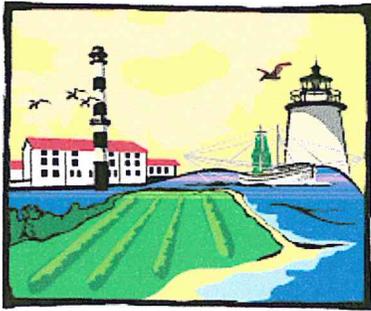
_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 11.19.2012

Presenter(s): Mazie Smith

Title: County Manager

Agency/Dept.: County of Hyde

Item Title: Employee of the Month

Attachments: None

Description: Clint Berry started to work with the County in 1993, working with Jack Mason. He assumed the Director's role upon Jack's retirement. Clint's rise to Director is no surprise to anyone who knows him; his dedication to his job, his incredible intelligence and common-sense, practical approach to dealing with people and facing problems is beyond reproach. Under Clint's leadership, the Public Works Department has grown and flourished, and the department has not only remained fiscally sound but has improved service by incorporating cutting edge technology into day-to-day operations. Best of all, Clint is a true leader, a team player, and an all-around nice guy. The County Manager is proud to recognize Clint Berry as the November 2012 Employee of the Month.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Share your congratulations with this wonderful employee!

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
____ A. Byrd	____ A. Byrd	A. Byrd	____	____
____ B. Swindell	____ B. Swindell	B. Swindell	____	____
____ D. Styron	____ D. Styron	D. Styron	____	____
____ D. Tunnell	____ D. Tunnell	D. Tunnell	____	____
____ S. Spencer	____ S. Spencer	S. Spencer	____	____

Congratulations

THIS CERTIFICATE IS TO COMMEND

CLINT BERRY

EMPLOYEE OF THE MONTH

AWARDED THIS THE 19TH DAY OF NOVEMBER, 2012.

SHARON P. SPENCER, CHAIRWOMAN
HYDE COUNTY BOARD OF COMMISSIONERS

MAZIE SWINDELL-SMITH, COUNTY MANAGER



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Date: 11.19.12

Title: FY12 CDBG Catalyst Program Public Hearing

Sponsor: Chris Hilbert **Title:** Program Administrator -- HCP, Inc.

Agency/Dept.: Holland Consulting Planners, Inc.

Description: Hyde County intends to submit an application for a grant of approximately \$500,000 in CDBG NC Catalyst funds to undertake rehabilitation of the 24-unit Hycienda Heights multi-family housing complex in Engelhard, NC, owned and maintained by Mideast Housing, Inc. The rehabilitaiton project will include associated site improvements.

The following is a tentative list of proposed activities and an estimated budget.

- | | |
|---|-----------|
| 1. Housing Activities (Multi-Family Rehabilitation) | \$335,000 |
| 2. Site Improvements | \$100,000 |
| 3. Administration | \$65,000 |

This Public Hearing was advertised on November 9th in the Washington Daily News.

Attachments: None

Reading number: First

Impact on Budget: None. Special Project funded by NC Dept. of Commerce

Recommendation Hold Public Hearing and then authorize Chair to sign the application

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>VOTE:</u>	<u>Aye</u>	<u>Nay</u>
_____ Byrd	_____ Byrd	Byrd	_____	_____
_____ Spencer	_____ Spencer	Spencer	_____	_____
_____ Styron	_____ Styron	Styron	_____	_____
_____ Swindell	_____ Swindell	Swindell	_____	_____
_____ Tunnell	_____ Tunnell	Tunnell	_____	_____

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY HYDE COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Hyde County Board of Commissioners will conduct a public hearing on Monday, November 19, 2012, at 6:00 p.m., or as soon thereafter as the agenda will allow, at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, relative to the intention of the county to apply for FY2012 CDBG NC Catalyst Program funding under Title I of the Housing and Community Development Act.

Hyde County intends to submit an application for a grant of approximately \$500,000 in CDBG NC Catalyst funds to undertake rehabilitation of the 24-unit Hycienda Heights multi-family housing complex in Engelhard, NC, owned and maintained by Mideast Housing, Inc. The rehabilitation project will include associated site improvements.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

1.	Housing Activities (Multi-Family Rehabilitation)	\$335,000
2.	Site Improvements	\$100,000
2.	Administration	<u>\$ 65,000</u>
	TOTAL	\$500,000

All citizens are requested and encouraged to attend the public hearing and make comments and suggestions. If additional information is needed, please contact the County Planner's Office at 252/926-4180.

Formal written complaints or comments concerning the application process that are submitted to the County Planner will be responded to within ten working days by the Hyde County Board of Commissioners.

Persons with disabilities or who otherwise need assistance should contact Kris Noble at 252/926-4180 or knoble@hydecourtync.gov (TDD # 919/807-4420 or Relay North Carolina TTY# 1-800-735-2962) by Friday, November 16, 2012. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Kris Noble, County Planner, at 252/926-4180, or at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Kris Noble, County Planner, al 252/926-4180 o en Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, de alojamiento para esta solicitud.



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 11.19.2012

Title: Items of Consideration

- 1) CDBG NC Tomorrow Citizen Participation Plan
- 2) Public Defenders Office Agreement
- 3) Renewal of Contract for Lobbying Services

Recommendation: Discussion and approval.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Date: 11.19.12

Presenter: Kris Noble

Title: Planning Director

Agency/Dept.: Hyde County Office of Plannig & Devlopment

Item Title: CDBG NC Tomorrow Citizen Participation Plan

Attachement: Yes

Description: Each of Hyde County's CDBG Projects have Citizen Participation Plans. This plan is to keep the residents of Hyde County informed about the CDBG programs available to assist them. Though this grant is only a planning grant, the NC Department of Commerce requires an active plan on file for this project.

Reading number: First

Impact on Budget: None. Project funded by NC Dept. of Commerce

Recommendation: Approve

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>VOTE:</u>	<u>Aye</u>	<u>Nay</u>
_____ Byrd	_____ Byrd	Byrd	_____	_____
_____ Spencer	_____ Spencer	Spencer	_____	_____
_____ Styron	_____ Styron	Styron	_____	_____
_____ Swindell	_____ Swindell	Swindell	_____	_____
_____ Tunnell	_____ Tunnell	Tunnell	_____	_____

CITIZEN PARTICIPATION PLAN

This plan describes how the Hyde County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The plan provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be two (2) general mechanisms for their involvement:

1. To attend or hold public hearings or community meetings; and
2. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the County. The County will be asked to review and comment on specific guidelines for approved project. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the County and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment.

PROGRAM ASSESSMENT

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to County Manager, P.O. Box 188, Swan Quarter, NC 27885-0188. She will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Chairman of the Board of Commissioners, Hyde County He shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to North Carolina Department of Commerce, Commerce Finance Center, 4318 Mail Service Center, Raleigh, North Carolina 27699-4318, Attention: Program Representative, requesting an investigation of the problem. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Hyde County. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the County in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

Hyde County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radion stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activitites; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the Hyde County offices, during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Hyde County offices consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 5th day of November 5, 2012.

Sharon P. Spencer
Hyde County Chief Elected Official

Hyde County authorized signor